



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Health and Recovery Services Administration
PO Box 45508, Olympia WA 98504-5508

October 31, 2005

(X) Action Required

() Informational

TO: Medicaid Administrative Match Coordinators
School District Billing Agents – Medicaid Administrative Match

FROM: Ramona Roberts, Medicaid Administrative Match Program Manager
Health and Recovery Services Administration
Department of Social and Health Services

RE: Placeholder Update Requirements

When districts load eligible participating staff lists into the Medicaid Administrative Match (MAM) Automated System for the quarter, placeholders should be used for staff positions not filled by the time that MAM is required to run the random staff selection. Time can be input against the placeholder, as long as valid start and end dates are entered for placeholder contracts, until the actual staff data is entered. MAM staff must replace placeholders with valid staff names, and schools must update the contract data for these staff in the automated system *before the claim is submitted*.

Staff lists are locked once a staff selection has been run for the quarter, and districts must submit a list of their placeholders, along with the valid staff names and contract data to MAM. When the valid names and data are received, MAM will replace each placeholder with the valid staff name. This process will be done only on Fridays, and based on the availability of MAM staff. Districts must submit the list for replacement as soon as the information is available.

Placeholders must be position titles, such as Counselor #1. Placeholders cannot be names of individuals. Submit your replacement list in the following format:

Placeholder Position Title New Staff Name Building #

For summary of the tasks and responsibilities, see attachment below....

E-mail placeholder replacement lists to: Roberrg@dshs.wa.gov

If you have any questions, please call me at: 360-725-1911.

MAM Coordinators – School District Billing Agents for MAM

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FOR Large SDs Only	Task	Owner	Activity
1	SD Preparation before MAM selects random staff pool	SDs	Input manually, or in the staff upload file, placeholder titles for staff positions not finalized.
2	MAM selects the Random staff pool	MAM	System selects the random staff, locks the staff list.
3	Time Entry during the time study quarter	SDs	Time can be entered against the placeholder names, as long as valid start and end dates are entered for at least one contract line.
4	Updating Placeholder Names	SDs and MAM	SD's send MAM an email with the replacement names in the following format Placeholder Position Title, New Staff Name, Building #
5	Updating Contract Data	SDs	It is the responsibility of the SD to update all contract data and replacement names before claiming.